



MARYLAND DEPARTMENT OF THE ENVIRONMENT

1800 Washington Boulevard • Baltimore MD 21230

410-537-3000 • 1-800-633-6101

Martin O'Malley.
Governor

Shari T. Wilson
Secretary

Anthony G. Brown
Lt. Governor

Robert M. Summers, Ph.D.
Deputy Secretary

BOARD POLICY FOR THE OPERATIONS AND CONDUCT OF BUSINESS

Applicable statutory and regulatory citations:

General: The Board of Environmental Sanitarians (the "Board") is generally established, operates, and conducts State business under Title 11 of the Environment Article of the Annotated Code of Maryland and regulations regarding the licensure of Registered Sanitarians codified at Code of Maryland Regulations ("COMAR") Title 26, Subtitle 07 "Board for Environmental Sanitarians."

Purpose: This policy is written to: establish standard operating procedures for the use of email with and without voting; the presentation of material pre- and post- meeting with and without voting; conditions of applicant appearances; and the conditions for document creation and review.

1. Administrator Email presentation and Board voting before the meeting:

The Administrator may present information to the Board members before the meeting via email for electronic voting outside the scheduled meeting. Potential items are:

- Administrators Actions;
- Continuing Education Review; and
- final policy drafts

Responses may indicate a vote to:

- ❖ "approve all actions;,"
- ❖ "approve all except" and then list the exception which is brought to the meeting; or
- ❖ "not approved" and the reason.

Issues or actions approved using this method may be brought to the next scheduled Board meeting under New Business for reconsideration if the Board considers it to be in the best interest of the State, the Board, or the applicant.



2. Administrator Email presentation of information before the meeting:

The Administrator may present information to the Board for consideration via email before the meeting. This information may require Board member discussion and vote. Potential items are:

- SIT extension over 36 months and over 3 exams;
- complicated license applications;
- policy drafts;
- SIT revocation recommendations; and
- Review of Minutes.

3. Administrator Email presentation of material for vote after the meeting:

Issues discussed during the Board meeting may require research by Counsel or the Board Administrator, additional information by applicants, and resolution or action before the next scheduled Board meeting. If approved by the Board, the action may be deferred pending identification of any specific additional information. A final vote may be held via email up to three weeks after the meeting. If within seven business days of the next scheduled meeting, the issue will be brought to the next scheduled meeting.

4. Policy on applicant appearances:

License applicants, Sanitarians In Training (SIT), or current licensees who request to appear before the Board must clearly define the request with relevant and succinct supporting documentation to the Board Administrator. The request must be evaluated by the Administrator before presentation to the Board. Upon consideration of the request and information, the Board may approve or deny the request to appear. If denied, the requestor will be provided with a reason, which may include a Board request for additional information to be considered before issuing an approval to appear. It is the Board's opinion, however, that most requests to appear can be resolved without appearance by submission of the correct additional information for Administrator and Board review and consideration.

5. Policy on Document Issuance and Document Updates

Without changes in Board legislation, Board policies, documents, forms, and information sheets shall be reviewed by the Board and approved no less than every five years. If there are changes in Board legislation, the updates shall be within 90 days or less of the effective date of the legislation or as specified in the legislation. Board staff are responsible for tracking and scheduling reviews. The method of review and update is as follows:

- All material shall have the effective (initial) or issue date in the left bottom corner of the page.

- All material shall have the date of Board review and approval (update) in the bottom right corner of the page.
- For policies, there shall be a history section before the Chair signature block to summarize the changes, dates, and author.
- For policies, there shall be a signature block for the Chair to approve the policy and shall include a signature, typed name, term of Board service, and date signed.
- Correspondence templates may have Counsel review:
 - when a new template is drafted,
 - a legislative reference is changed; or
 - circumstances requiring legal review.

History:

Team review August 2008

First Board meeting review September 2008

Second Board meeting review and edits December 2008

Board approval of draft policy December 2008

Board approval of final policy May 6, 2009

Counsel Review completed 15 May 09

Chair: Elizabeth A. Scott, MPH, RS, REHS
(Elizabeth Scott, 9/2/09, and Term Expires 6/30/10)

Vice Chair: William E. Peterson, RS, REHS
(William Peterson, 9/2/09, and Term Expires 6/30/13)

Board Secretary: Ann Caldwell Brown
(Ann Caldwell, 9/2/09, and Term Expires 6/30/11)